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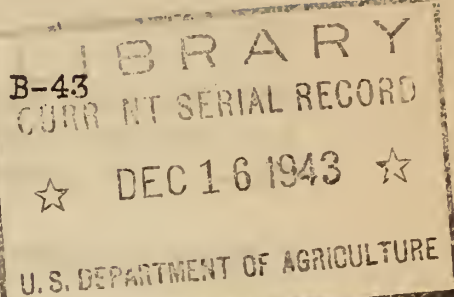


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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

November 19, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-43



To: Washington Finance and Accounts Division  
Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section  
Finance and Accounts Division

Subject: Used Fruit and Vegetable Container Program

General

The 1943 CCC Used Fruit and Vegetable Container Program provides for a revolving fund of \$30,000 to be made available by the Commodity Credit Corporation to the Food Distribution Administration for the cost of used fruit and vegetable containers. The main purpose of the program is to encourage the salvaging and distribution of usable second-hand containers.

Most of the containers distributed will involve only the bringing together of the buyer and the seller in which event the revolving fund would not be affected as the FDA would neither purchase nor sell and shipments would move on commercial bills of lading. In such cases the Regional Fiscal Divisions shall not assume accountability for any advance payments or deposits made by the buyer.

In other cases it may be necessary for the FDA to actually purchase and sell containers in order to make them available to producers and processors. Such purchases will be made at a point designated by the Fruit and Vegetable Branch. The containers will be shipped on pre-paid commercial bills of lading, one copy of which will be submitted to the Regional Fiscal Division with the vendor's voucher. Storage charges may be incurred. Purchase costs plus storage must be recovered by establishing a sales price sufficient to maintain the revolving fund. If for special reasons it is desirable to sell the containers for less than cost, prior approval must be obtained from the Commodity Credit Corporation through the Washington Office of the Fruit and Vegetable Branch.

Purchase authorizations issued to date by the Fruit and Vegetable Branch to each of the regions provide a maximum amount that shall not be exceeded at any given time for containers (including inventory, storage and other expense) and limits the period of purchase from August 21, 1943 to December 31, 1943.

A region may make purchases in any part of the United States through collaboration with other regional offices and the Washington Branch



Office. Vendor's vouchers, storage and other vouchers must, however, be paid through the Regional Fiscal Division of the region originating the purchase.

The Regional Fiscal Division of each region to which an authorization to purchase has been made will establish a formal account on Form FDA-514 to cover the transactions of that region.

#### Purchase Authorization

Purchase authorizations will be issued by the Fruit and Vegetable Branch, Food Distribution Administration, to the Regional Directors.

Upon receipt of the purchase authorization, the Regional Fiscal Division will record it in the Allotment column of Form FDA-514, extending it in the Total Allotments column and in the Unobligated Balance of Allotment column. Any subsequent increase or decrease of the authorization will be recorded in the same manner.

#### Purchases

When actual purchases are to be made for the Federal Surplus Commodities Corporation the Purchasing agent will issue a Purchase Order, Form No. SMA-208, assigning to it the program title. Two copies of this form will be received in the Regional Fiscal Division of the region. The Regional Fiscal Division will record them on the Allotment Account previously established by posting in the Obligations Incurred column, extending the total to Unliquidated Obligations column and decreasing the unobligated balance accordingly. The other copy of the purchase order will be routed to the Voucher Review Section. The Regional Fiscal Division will notify the purchase representatives promptly when the fund is nearing depletion.

#### Storage and Other Charges

When it is necessary for FSCC to purchase and store containers pending sale, storage charges will be recorded from warehouse bills. These bills will be posted to the Obligations Incurred column on the Allotment Account. The total will be extended to the Unliquidated Obligations column and the unobligated balance will be decreased accordingly.

#### Claims

Vendors will submit claims for containers on Voucher Form SMA-120, Public Voucher Purchase Programs, in an original and one copy, the original of which will be signed by the purchasing agent and check-loader or inspector. Claims, together with one copy of the prepaid bill of lading will be transmitted by the purchasing agent to the Regional Fiscal Division of the region on whose books obligations have been established for the purchases.

The Regional Fiscal Divisions will audit the claims and, after approval will schedule the vouchers on Schedule of Disbursements, Standard Form 1064. The original and a copy of the schedule together with the original Form SIA-120, Public Voucher Purchase Programs, will be transmitted to the Federal Reserve Bank for payment. In order to keep these transactions separate from the regular GCP transactions all documents must be conspicuously marked "Used Container Program."

The memorandum copies of vouchers will be posted to the Obligations Liquidated and Disbursement Vouchers columns. Totals will be extended to the Unliquidated Obligations and Total Disbursement Voucher columns.

Posted copies of vouchers should be filed numerically in a file labeled "Used Container Program - Vouchers." Schedules should be filed in an intransit file, "Used Container Program - Schedules", until receipt of paid information at which time the schedules would be extracted and filed numerically in a permanent file, "Used Container Program - Schedules of Disbursements." A separate series of numbers should be used to identify documents under this program.

#### Sales

Containers sold by FSOC will be paid for prior to shipment and moved on commercial bills of lading, freight collect. An invoice will be prepared by the Food Distribution Administration sales representative on Form FVB-102, Agreement and Invoice, covering the purchase price plus storage, if any was involved. The agreement will be signed by both the FSOC representative and the purchaser and the original and one copy together with the check in payment shall be furnished the Regional Fiscal Division to which the vendor's voucher was previously submitted.

Payments received by the Regional Fiscal Division will be scheduled on Standard Form 1044, Schedule of Collections. The check together with the original and one copy of each schedule will be forwarded to the Federal Reserve Bank for deposit to the credit of the account symbol 13-890.

The Regional Fiscal Divisions will post the schedules to the Allotment Account in the Refund column, extending the total to the Total Refunds column increasing the unobligated balance accordingly. Subsequent to posting, Schedules of Collections will be firmly attached to applicable sales invoices, Form FVB-102, Agreement and Invoice, and filed in an intransit file pending receipt of paid information from the Federal Reserve Bank.

#### Bank Statements

Separate monthly statements of disbursements and collections headed "Used Container Program" will be furnished the Regional Fiscal Division by the Federal Reserve Banks. These statements should be reconciled



with the Regional Fiscal Division's records and subsequently filed together with supporting schedules by month.

### Reconciliation

Posted copies of Schedules of Disbursements and Schedule of Collections will be removed from the intransit file at the end of each month and matched with the supporting schedules attached to the Federal Reserve Statement Form T9L. Unpaid and undeposited items would be determined by absence of duplicate schedules returned by the Federal Reserve Bank. Unpaid and undeposited schedules should be returned to the intransit file until such time as they are reflected in the bank statement. Matched schedules should be filed permanently by schedule number.

### Reports

Each Regional Fiscal Division maintaining a formal account under the 1943 CCC-used Fruit and Vegetable Container Program, will prepare a weekly report on Form FDA-583, Administrative Expense Report, reflecting cumulative totals to date. The original and two copies of the report should be transmitted to the Chief, Control and Reports Section, Finance and Accounts Division, Washington, D. C. which office will prepare a consolidated report of all regions, furnishing one copy to each of the following: Office of the Director; Chief, Fruit and Vegetable Branch; Commodity Credit Corporation. Each Regional Fiscal Division will furnish the Regional Director and the Purchase Representative with a copy of all reports as a guide to the availability of funds.

*[Handwritten signature]*